

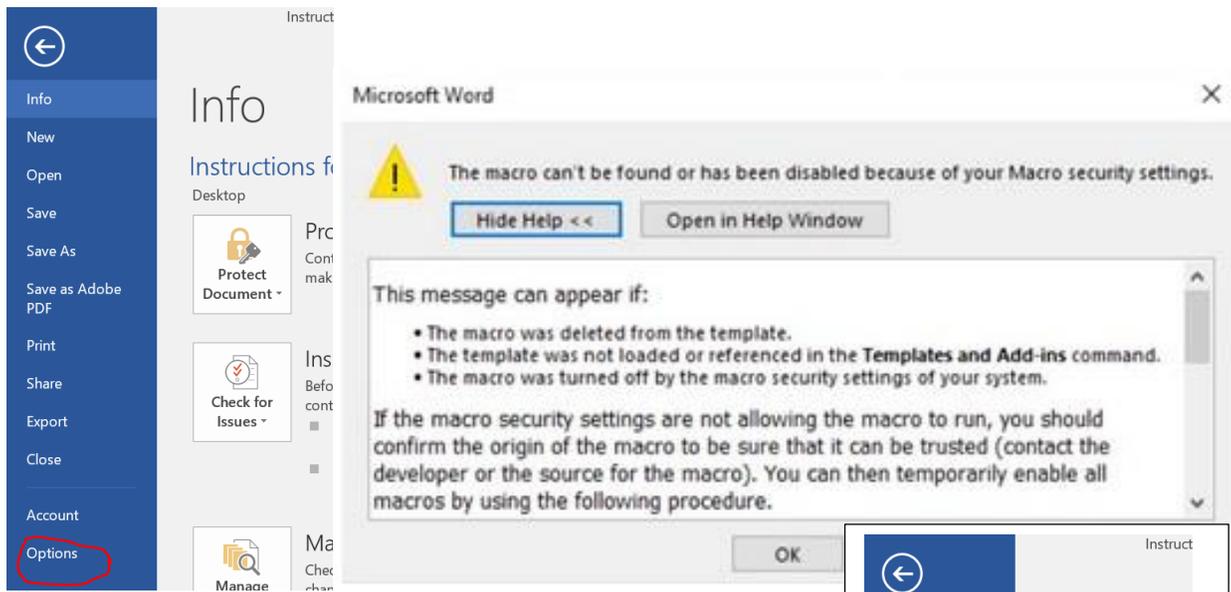


# VIRGINIA

## REGISTER OF REGULATIONS

### INSTRUCTIONS FOR PATCHING 64-BIT VERSION OF MICROSOFT WORD TO RIS

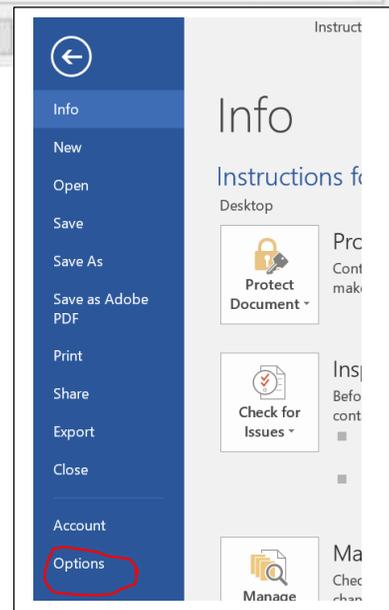
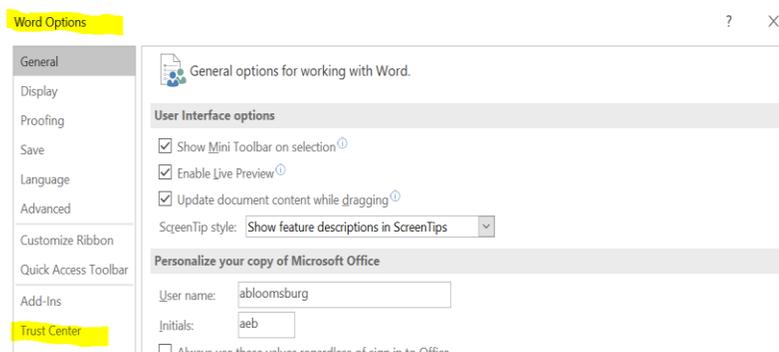
If RIS Update results with the following message:



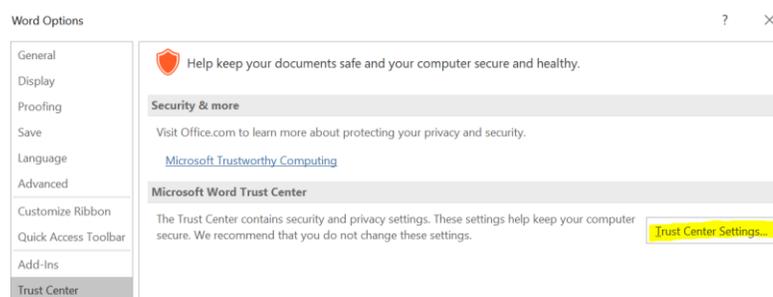
#### 1. Check that all macros are enabled using these steps:

In the File tab, choose Options.

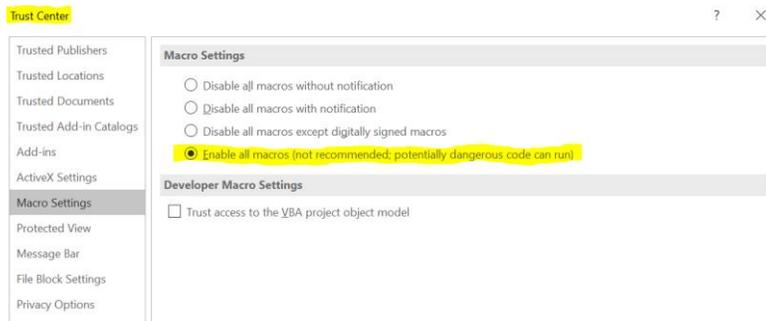
In Word Options, choose Trust Center.



Once in Trust Center, choose Trust Center Settings...



In Trust Center, check that "Enable all macros...." is selected.

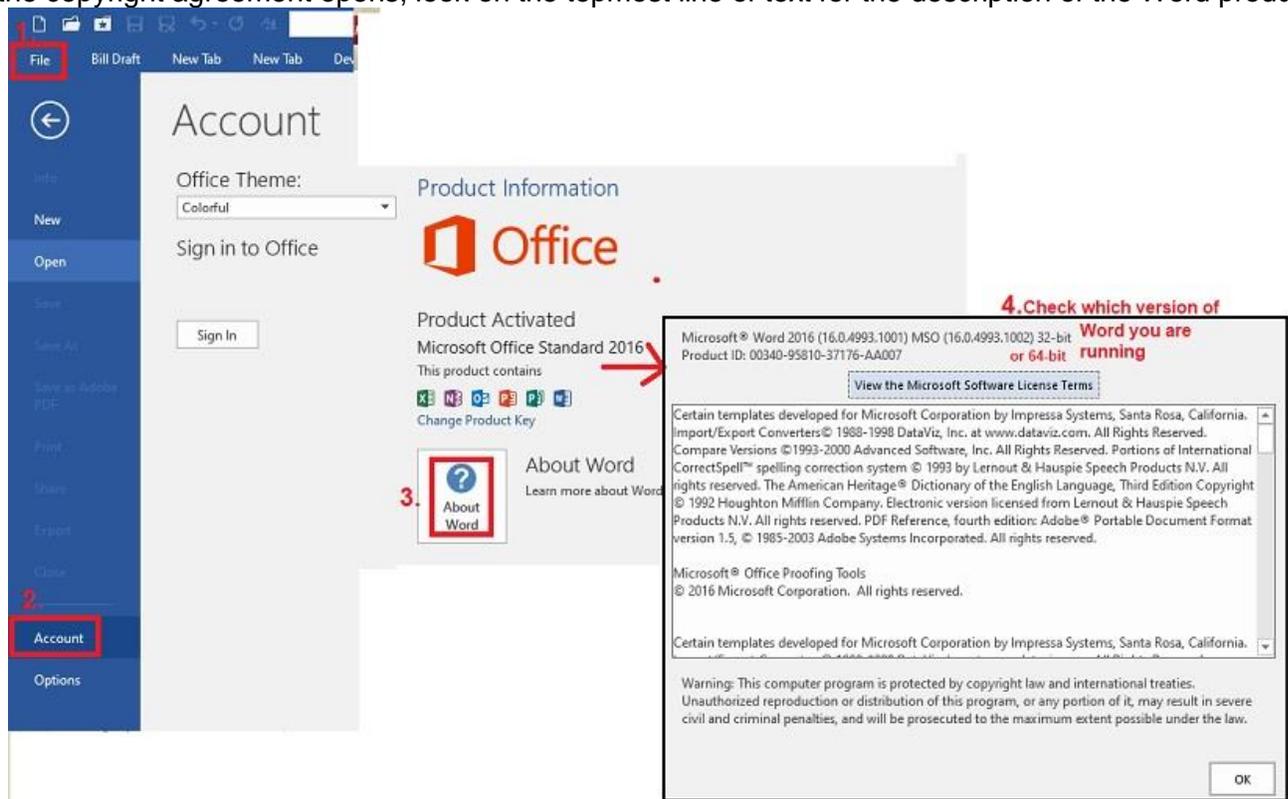


**2. If all macros are enabled in Word, then you may be running a 64-bit version of Word. To check the version of Word on the PC:**

In the File tab, choose Account.

In Account, click "About Word"

When the copyright agreement opens, look on the topmost line of text for the description of the Word product.



**3. If the version of Word is 64 bit, you will need a different template installed on your computer to enable RIS to make text updates successfully. To get that template:**

Call the DLAS Help Desk at 804-786-9631.

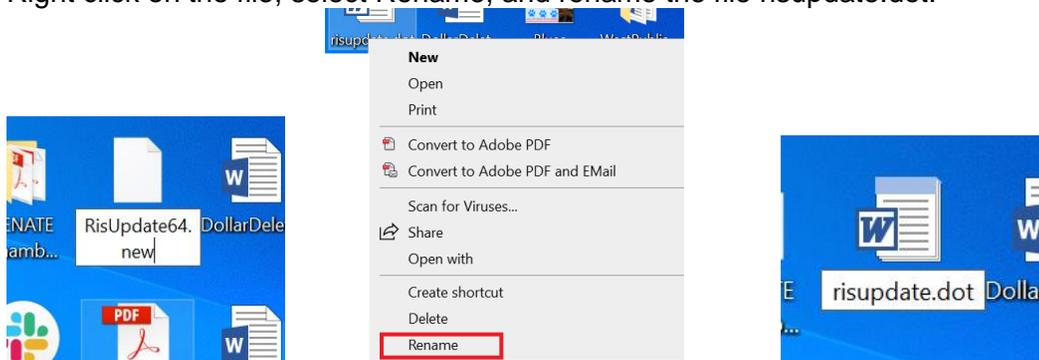
Tell the desk that you need to be emailed the RIS Word Template for a 64-bit version of Word.

The DLAS Help Desk will email you a file named RisUpdate64.new.

When you receive the file in email, download it to your desktop.

**4. Once the file is on your PC desktop:**

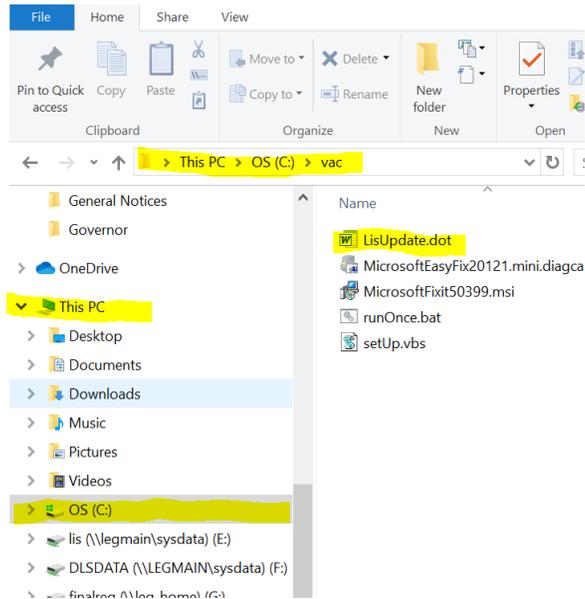
Right click on the file, select Rename, and rename the file risupdate.dot.



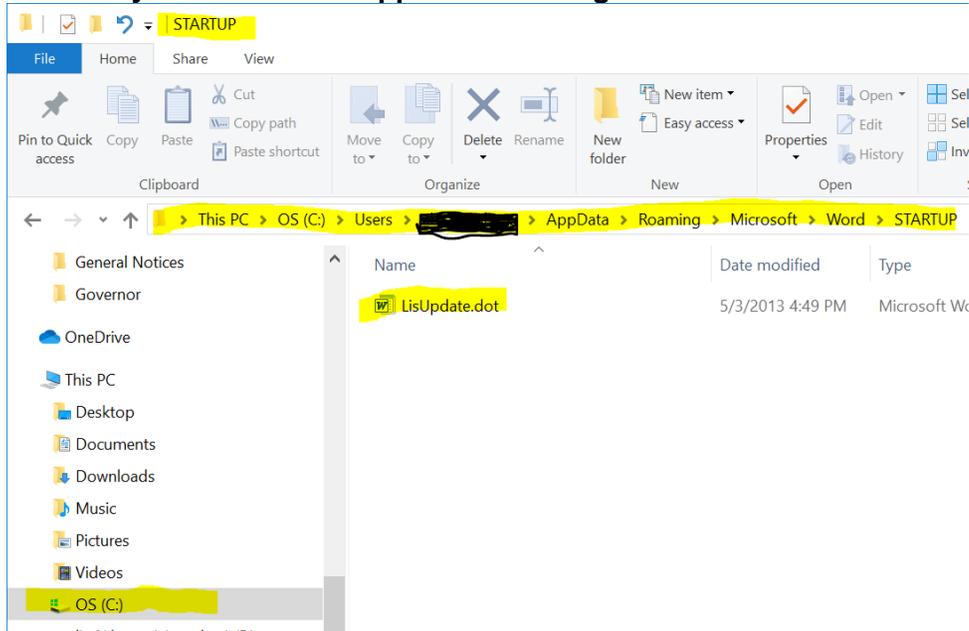
**5. Replace the old template with this new one by following these steps:**

Remove the current lisupdate.dot file from two locations on your PC:

**C:\VAC**



**C:\users\your user name\AppData\Roaming\Microsoft\Word\STARTUP**



In each case right click and choose Delete

Add the new file to those locations by right clicking the file on the PC desktop and choosing Copy. Go to each of the two locations, right click in the folder, and choose Paste.

Once that new file is in place, please try the RIS update function again.

If RIS continues to fail, please contact the DLAS Help Desk 804-786-9631 or [helpdesk@dlas.virginia.gov](mailto:helpdesk@dlas.virginia.gov)